

Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed**1.1. Name of the Data, data collection Project, or data-producing Program:**

Authorizations and Permits for Protected Species (APPS)

1.2. Summary description of the data:

An online system that allows constituents to apply for a variety of permits and authorizations under the MMPA and the ESA. Most actions are for scientific research or enhancement. Species include marine mammals under NMFS' jurisdiction, sea turtles in water, salmonids, sturgeon, and abalone. APPS also allows people to apply for take permits from the Oregon Department of Fish and Wildlife.

NMFS regulations implementing the provisions of the MMPA Section 104 can be found at 50 CFR Part 216. NMFS regulations implementing the provisions of the ESA Section 10 can be found at 50 CFR Part 222. The system allows the public to search for actions. APPS is also used as an in-house database for tracking workload and permit processing of a larger variety of actions.

1.3. Is this a one-time data collection, or an ongoing series of measurements?

Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:

2008 to Present

1.5. Actual or planned geographic coverage of the data:

W: -180, E: 180, N: 90, S: -90

Global and US EEZ. Applicants may apply to work in U.S. waters and on the high seas (not in the territorial waters of other countries)

1.6. Type(s) of data:

(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)
Document (digital)

1.7. Data collection method(s):

(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys,

enforcement activities, numerical model, etc.)

Instrument: Not Accessible

Platform: Not Applicable

Physical Collection / Fishing Gear: Not Accessible

1.8. If data are from a NOAA Observing System of Record, indicate name of system:

1.8.1. If data are from another observing system, please specify:

2. Point of Contact for this Data Management Plan (author or maintainer)

2.1. Name:

Helen Kupeli

2.2. Title:

Metadata Contact

2.3. Affiliation or facility:

Northwest Fisheries Science Center

2.4. E-mail address:

helen@hmkconsulting.com

2.5. Phone number:

541-757-6569

3. Responsible Party for Data Management

Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:

Carrie W Hubbard

3.2. Title:

Data Steward

4. Resources

Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?

Yes

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):

Unknown

5. Data Lineage and Quality

NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality,

objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible

(describe or provide URL of description):

Lineage Statement:

Applicants requesting permits and authorizations for directed take under the MMPA and/or ESA must submit information per applicable regulations 50 CFR 216 and 222.

Additional data processing steps may occur after submission or after the permit is issued if the permit holder requests modifications to their permit. Permit holders are also required to submit different types of reports as outlined in their permits. They may choose to submit the report information via APPS.

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):

Applicants requesting an ESA and/or MMPA permit or authorization must submit information per regulations 50 CFR 222 and 216. Additional review and analyses occur after submission of an application. Once a permit is issued, the holder can request modifications/amendments, again based on regulations. Holders can also choose to use APPS to submit required reports.

When someone is filling out an application, their options are limited to those available to them based on the type of permit, their location, their target species, etc. APPS runs checks to make sure fields have been filled out and notifies the applicant of info is missing.

6. Data Documentation

The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:

NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:

<https://inport.nmfs.noaa.gov/inport/item/12778>

6.4. Process for producing and maintaining metadata

(describe or provide URL of description):

Metadata produced and maintained in accordance with the NMFS Data Documentation Procedural Directive: <https://inport.nmfs.noaa.gov/inport/downloads/data-documentation-procedural-directive.pdf>

7. Data Access

NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?

No

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

No

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

The system is publicly accessible; however access to some data are restricted by user permission level and password (e.g., general public, applicant with a profile, reviewer, permit analyst, administrator).

7.2. Name of organization of facility providing data access:

NMFS Office Of Protected Resources

7.2.1. If data hosting service is needed, please indicate:

N/A

7.2.2. URL of data access service, if known:

https://apps.nmfs.noaa.gov/docs/title_pg_and_toc.pdf
<https://apps.nmfs.noaa.gov/>

7.3. Data access methods or services offered:

It is an online application system for Authorizations and Permits for Protected Species (APPS) available to the public at <https://apps.nmfs.noaa.gov>. There is a search feature that is accessible without having an account.

People who wish to apply for a permit can create their own account profile using an email address and a password of their choosing.

7.4. Approximate delay between data collection and dissemination:

none

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:

Data entered is immediately available to those who have permission to view it. Some data, such as draft applications, are not available to the public per our regulations. Other data is only available to permit analysts, as the system is used as an in-house workload tracking system.

8. Data Preservation and Protection

The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:

(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)

Other

8.1.1. If World Data Center or Other, specify:

NMFS Northwest Fisheries Science Center

8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:**8.2. Data storage facility prior to being sent to an archive facility (if any):**

West Coast Regional Office - Seattle, WA

currently hosted at the WCR; will move to the NMFS NWFSC in 2016

8.3. Approximate delay between data collection and submission to an archive facility:

3 days

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?

Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection

Backups occur frequently. Once on the NWFSC the data will be fully backed up every 3 days onto external media and that will be sent to an offsite location to protect against natural or malicious disasters.

9. Additional Line Office or Staff Office Questions

Line and Staff Offices may extend this template by inserting additional questions in this section.